
FORM SUMMARY

Name of Form: Threat/Security Incident Report

Form Number: GF-147

Statutory Reference: TCA-8 (Trial Court Administration Rule-8)

Purpose of Form: To record relevant information about threats or incidents for several purposes:

- to determine what immediate action should be taken;
- to provide evidence for potential prosecution.

Who Completes It: Person who takes the threat or observes the incident

Distribution of Form: Original to law enforcement; copies to the head of the agency or department, and the district court administrator/chief judge

Accompanying Forms: Any physical evidence associated with the threat/incident should be preserved and turned over to law enforcement as evidence.

New Form/Modification: Modification; last update 06/00.

Modifications: Updated TCA Rule to TCA-8.

Comments: While the RMC cannot provide training on the issue of security, here are some basic principles on the use of this form:

- A great deal of common sense must be used concerning a telephone threat, particularly those involving threats against life. However, try not to panic.
- It is strongly recommended that a copy of this form be kept underneath every telephone in every office at which a telephone threat might be received. When a telephone threat is made, the form can be immediately pulled out in order to assist the recipient in recording the information needed. It will do little good if this form is kept in a file folder on the other side of the office from the telephone. The caller may not be willing to give you time to "go get your threat form."
- Every person who would answer a telephone should review and become thoroughly familiar with this form and this summary. If there is a security officer in your county, the form and its use should be discussed with this person.
- If there appears to be time and the caller will respond, the caller should be asked the series of questions noted on the left-hand side of the form. Experts in the security field indicate that people are surprisingly willing to answer these questions, even the questions about their name and address, particularly if the questions are asked in a perfunctory, matter-of-fact manner. Some even want you to know who they are.
- Telephone records can pinpoint the origin of most local calls when the telephone number to which the call was made is known. Therefore, in situations where a call is forwarded to other phones, it is important to know the phone number to which the call was actually made--not necessarily the one at which it was answered. That information should be immediately recorded. Note that one of the questions asked is "who were you trying to call?"

About this Form: This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.